

# P O W E R O U T A G E

The Clinical Center Maintenance Unit (CCMU) is responsible for all parts of the building's electrical system. This includes repair and replacement of existing receptacles, switches, lamps, light fixtures, and defective wiring.

## PROCEDURE: NONEMERGENCY

- All calls to report any type of electrical power problem or outage should be referred to CCMU, 301-496-5862.
- All calls to request new electrical service or devices must be entered as a DELPRO request.

## PROCEDURE: EMERGENCY

- If someone calls to report a major power outage (more than 4 rooms or any outage that directly affects patient care) write down the location of the outage; tell the caller to call the CCMU, 301-496-5862.
- Call the CCMU, 301-496-5862, and request to talk to a supervisor to report the call you received.
- If a CCMU supervisor is not in the office, ask which one of the supervisors listed below is on duty and page that supervisor. All pagers are voice.  
(Dial 104; after beep enter pager #; after double beep, begin talking)  
Frank Kelly 104-0783  
Harry Cepura 104-0500  
Calvin Grant 104-7417  
Bill Burt 104-0287
- Page Chief and Deputy Chief, OFM.
- If no response, overhead page Chief and Deputy Chief, OFM, 301-496-1211.
- Make sure sufficient staff are in the office to cover the phones and help until emergency has ended.

## DOCUMENT RECORD OF EMERGENCY RESPONSE

All emergencies should be recorded in the designated log. Entries should include the date and time, the person who reported the emergency, and necessary actions that were taken to resolve the problem.

Concurrence:

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Chief, Office of Facility Management, Clinical Center, Office of the Director